



REQUEST FOR INFORMATION/RECORD

Date: 12/13/21

Name of Requestor: RIZAL R. TANAD

Address: Br. Guadalupe Baybay City, Leyte

Contact Nos.: 0936842224

E-mail address: Rizaltanad@vsu.edu.ph

Proof of Identity presented: VSU ID

ID No.: U00084

Requested Information:

COE

Reason & intended use of requested information/document

No. of copies

(1 copy)

for the loan purpose.

RIZAL R. TANAD

Signature of Requestor/Representative

Action on the request:

Approved:

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

Evidence of payment: OR No. 0605634 Date: Dec. 13, 2021 Amount: _____

Disapproved:

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

Remarks/reason for disapproval: